

# PAGE SET UP

When you start *Microsoft Word* or click New Blank Document, *Word* creates a new blank document based on the Normal template. This is a general-purpose template that can be used for any type of document. You can modify this template to change the default document formatting or content.

Set up your new in class or at home with the follow specifications:

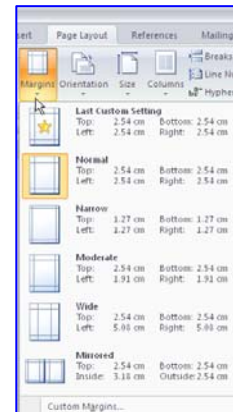
## MARGINS

**Ribbon, Page Layout Tab, Page Setup Group**

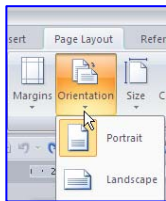
Customise Margins - **Top, Bottom, Left, and Right = 2.54 cm**

Click **Default** (*this will store margin settings in memory*)

Other margin options are available.



## ORIENTATION



**Ribbon, Page Layout Tab, Page Setup Group**

Choose **Portrait**

## SIZE OF PAPER



**Ribbon, Page Layout Tab, Page Setup Group**

**Size – A4**

Choose custom or letter size only when you are printing on that size paper.

## INSERT, DATE AND TIME

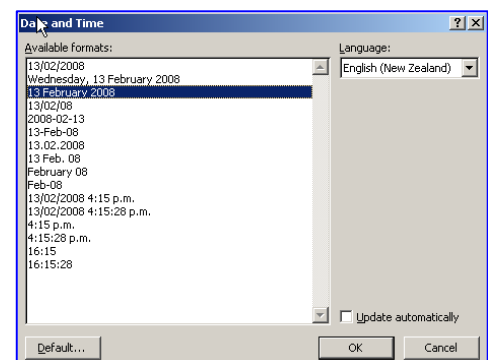
**Ribbon, Insert Tab, Text Group**

Click **Date & Time** option

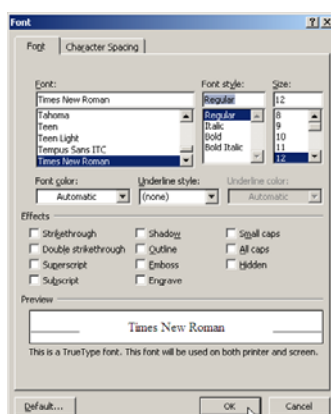
Choose format – **day month year** eg *18 February 2008*

Language – **English (New Zealand)**

Click **Default**



## FONT FORMAT



**Ribbon, Home Tab, Font Group**

*Font* – Times New Roman

*Style* – regular

*Size* – 12 pt

*Colour* – automatic

*Underline* – none

Click **Default** button

## HEADER/FOOTER INFORMATION

(see separate handout)